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MASTER OF COMMUNITY PLANNING

GRADUATE STUDENT HANDBOOK

2022-2023

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Introduction

UC Graduate School

This Handbook of the Master of Community Planning program in the School of Planning at the College of Design, Architecture, Art, and Planning (DAAP) contains the specific rules and regulations that apply to students in the Master of Community Planning program offered by the school. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. Students should also familiarize themselves with the contents of the [University of Cincinnati Graduate Handbook](#).

DAAP Governance & Administration

The role of the Office of Graduate Studies and Research in the College of DAAP is to support the School of Planning Graduate Programs by assisting the school in carrying out its graduate program mission, updating policies and procedures from the University and the College, ensuring graduate student awards are distributed in a responsible manner, and mediating/resolving conflicts.

Student Responsibilities

- Know your rights and responsibilities regarding Graduate Study at the University of Cincinnati by familiarizing yourself with the contents of this Handbook.
- Ensure that you have a curricular plan or equivalent.
- Ensure that you receive an annual review in writing.
- Be aware of all deadlines (thesis submittal, graduation registration, etc.).

School of Planning Introduction

The School of Planning (SOP) is in the College of Design, Architecture, Art, and Planning (DAAP), which is charged with both undergraduate and graduate education and is committed to excellence in teaching/learning, research, and creative works. Graduate degrees offered in the college are in Design, Architecture, Art Education, Fine Arts, Landscape Architecture, Community Planning, and Regional Development Planning. Both the undergraduate Urban Planning program and the graduate Community Planning program are accredited by the Planning Accreditation Board of the Association of Collegiate School of Planning. SOP also offers a Bachelor of Science in Urban Studies program and a Bachelor of Science in Horticulture.

The City and Its Environs

The City of Cincinnati is an attractive city on the picturesque Ohio River. Cincinnati boasts an accessible and pleasant downtown area; a fine resident symphony orchestra and ballet company; accomplished amateur and professional theater groups, and a summer opera series, as well as the top-level professional sports teams, the Reds, the Bengals, and FC Cincinnati. An outstanding system of city and county parks makes outdoor recreation both inexpensive and convenient. The Cincinnati Art Museum and Contemporary Arts Center brings a modern and experimental dimension to the art life of the city, while the famous Taft Museum is among the best private collections open to the public. The Museum Center in historic Union Terminal is home to the Cincinnati Historical Society Library, the Natural History Museum, the African American Museum, and an Omni-Max Theater Center.

Within the metropolitan area, there are many city, county, and regional planning agencies, a variety of private architectural and planning consulting agencies, environmental agencies, a variety of health service organizations (both public and private), and many health-related agencies that provide opportunities and resource contacts for the developing professional.

Application & Admission

Application

Application requirements can be found on the [Master of Community Planning](#) page.

Admission

Full Graduate Standing

Completed application materials are evaluated by a committee comprised of the Graduate Program Director for Community Planning and selected faculty, who make admission decisions and recommend financial aid award decisions to the School of Planning Director. To be admitted to full graduate standing in the School of Planning, the applicant must have:

- Graduated from an accredited college/university with a least a B average in the major area of study.
- GRE scores (verbal, quantitative, and analytical) or GMAT, MCAT or LSAT scores which are close to or above the national average.
- Strong letters of recommendation from individuals who are qualified to assess the applicant's academic potential.

Other factors, which enter decisions for admission and financial aid include the quality of undergraduate preparation; the quality of previous work experience: qualification for assignment to teaching, research, or academic administration, and the clarity and thoughtfulness of the completed program application form.

The school does not make decisions for admission or financial aid based on race, age, gender, color, religion, sexual orientation, or handicap. However, individuals who are members of groups, which are underrepresented in the planning profession, are highly encouraged to apply.

Provisional Admission

Provisional admission may be granted to applicants who lack undergraduate work considered essential for graduate study in the major field. We also give provisional admission to international students who enter the ELS program. Course work, without graduate credit, will be required of provisionally admitted students to make up such deficiencies before full graduate standing can be granted.

Graduates of non-accredited institutions may be granted provisional admission when their academic records warrant this status. Additional course work will be required of such students when deficiencies in their previous training are apparent.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when extenuating circumstances can be shown to have affected their undergraduate grade point averages or when progressive improvement in the undergraduate program warrants provisional admission.

Graduate students may attain full graduate standing when the deficiencies responsible for their provisional status are corrected. They must also have maintained a satisfactory academic record in all course work taken as part of their graduate programs. Change from provisional to full graduate standing is determined by the Graduate Program Director in the School of Planning. The basis for change in status is subject to review by the University Dean, and that office is therefore routinely notified of each change of status.

International Students

The Master of Community Planning seeks to promote a culture of international dialogue and collaboration. International students are valued members of our academic community.

International Students, General Information - See [University of Cincinnati Graduate Handbook](#) and [International Services](#).

International students can be admitted only if they qualify for full graduate standing. International students must fulfill U.S. Immigration Service requirements and must register with UC International Services during their participation in the program.

English Proficiency Requirement

Completion of the Online [Oral English Proficiency Test for Academic Purposes](#) is required, even if language test scores meet the minimum requirement.

Co-op

The MCP program requires completion of one co-op (practicum) in the summer between year one and year two. Students will register for PD7031 Intro to Cooperative Education in the Fall of their first year to prepare to apply for co-ops through the UC system. This includes finalizing a professional curriculum vitae, reviewing interview best practices, and learning how to apply for those co-ops that are available online through UC. Students then will seek out a co-op in Spring term. In Summer, students will register for COOP8031 Co-op for MCP to satisfy the requirement.

See the [Experience-Based Learning and Career Education](#) page for more information about the co-op program.

Dual Degrees

See [University of Cincinnati Graduate Handbook](#).

5+1 Joint Bachelor of Urban Planning/Master of Community Planning (BUP/MCP)

Students enrolled in the Bachelor of Urban Planning program are encouraged to apply for the joint 6-year Bachelor of Urban Planning/Master of Community Planning option (BUP/MCP). Students

completing the BUP/MCP program will be awarded both the Bachelor of Urban Planning and Master of Community Planning degrees. The BUP/MCP option permits an accelerated professional planning education for students with both a solid academic record and strong interest in professional planning practice.

Joint Master of Community Planning/J.D

The School of Planning participates in a joint degree program with the College of Law. Students enrolling in the Master of Community Planning program can participate in this program. Students who wish to enter this degree program must apply and be admitted to the MCP program and to the [College of Law](#) to pursue a law degree.

Degree Requirements

Course of Study

See the [University of Cincinnati Graduate Handbook](#).

Academic Advising

Each student will be assigned a faculty academic advisor. Students must consult with the assigned advisor at least each semester prior to course registration. Changes in faculty advisor assignments may only be made with the approval of the Graduate Program Director. Forms will be maintained in the student's personal file on which his/her academic advisor will maintain a record of advising sessions and a record of academic progress in the program.

Standard Track

Completion of the MCP degree ordinarily requires two full years of study, with satisfaction of the core requirements, collateral field requirements, a graduate thesis/project or a capstone, the required internship and the required DAAPWorks project. A minimum of forty-eight (48+) graduate credits are required for graduation.

The MCP program's two-year curriculum is structured around core courses designated and sequenced to provide a broad base of generic aspects planning knowledge and skills necessary to pursue more specialized work in planning.

All MCP core courses are taught within the School of Planning. Some of the collateral courses are taught within the school, and some are taught in other units within the University of Cincinnati. Students are encouraged to take advantage of offerings in other schools and departments for their electives.

All MCP students are also required to serve a summer internship in the United States with a bona fide planning organization for a period of 8 to 10 weeks. If a student desires to serve his/her internship in another country, he/she must obtain permission from the Graduate Program Director in the second semester of the first year of study.

As one of the requirements for graduation, all second year MCP students must submit a DAAPWorks project based on the graduate project or capstone experience. The requirements are specified by the School's DAAPWorks Coordinator. DAAPWorks is the College's annual end of the year student show.

Accelerated MCP track

In addition to the normal MCP program, there is an accelerated course of study. This is a twelve-month curriculum open to students with an accredited bachelor's degree in planning and five years of post-graduation experience, or a related degree and eight years of post-graduation experience. No internship is required. Core requirements and specialization requirements differ somewhat from the two-year MCP curriculum. Participation in DAAPWorks is mandatory.

Concentrations

Students are required to choose a concentration in the spring semester of their first year. Each concentration consists of 2 required courses and 1 elective. The concentrations are:

- Design & Development
- Environmental Planning
- Economic Development Planning

You can view the requirements and a list of elective courses on the [MCP Curriculum Map](#).

Credit Hour Requirements

Full-time students must be registered for 12 or more graduate credits each semester. See [University of Cincinnati Graduate Handbook](#) for more information.

Course Waiver

A waiver is defined as permission to not take a specific course, but it still carries the obligation to earn the credits associated with the waived course. Waivers from courses are granted by the Graduate Program Director based upon a student-originated petition, supported by the course instructor. The Graduate Program Director will then inform all parties of the decision by letter, with a copy placed in the student's school file.

If a student has taken a course as part of his/her undergraduate curriculum that is substantially the same as a required course, the student may apply for a waiver of the requirement. The student must petition the Graduate Program Director of his or her program, in writing, and provide proof of the claim, such as the syllabus, samples of assignments and tests, a letter from the instructor, etc. The DAAP Graduate Faculty will be the sole judge as to whether the proof is sufficient. If granted, the required course is waived, but the student receives no credit hours and still must meet the minimum credit hour requirement.

Thesis or Capstone Project

Each graduate student in the School of Planning must complete a graduate project to demonstrate the ability to synthesize the theories, special knowledge, and skills obtained in the core curriculum and the field experiences.

The objectives of the graduate project are to:

1. Enable each student to pursue, in depth and on an individual basis, a subject of his/her interest
2. Provide each student with an opportunity to conceptualize, plan, conduct, and complete an original project which demonstrates creativity, analytic skill, and readiness to enter professional practice or doctoral study, and
3. Provide each student with the opportunity to use research methods in the preparation of a major product of professional caliber.

Form of Project

Students have two options for completing the graduate project based upon their personal and professional goals and interests – a master’s thesis (2 semesters of 3 credits = 6 semester credits) or a master’s capstone (1 semester of 6 semester credits). The Master’s thesis may be a professionally oriented project or scholarly research, individually completed, under the supervision of a thesis committee. It is recommended only for students who intend to enter doctoral programs or pursue a research career. The capstone is recommended for all other students. It is completed by a group of students as a joint project, with each student required to make independent contributions to the project.

Although the final product is typically a written presentation, the product of the project may also be presented in graphic or electronic media, or some combination thereof. In any case, the graduate project must contain a clear statement of the issues or problem being addressed; a thorough analytical component; and a prescription for solution to the conditions or problem addressed. The prescription may be in the form of policy recommendations, a sequence of actions to be taken, or a physical plan or design.

Project Procedures and Timetable

Spring Semester, First Year

During this semester, a student who is considering a thesis should think about a subject of interest and the professor or professors he or she would like to work with. By the end of the semester or during the summer, the student should develop a one-to-two-page thesis concept. Only after this is done should the student approach a faculty member to be the thesis committee chair.

Fall Semester, Second Year

A student working on the master’s capstone will take a planning elective course (3 credits) while a student working on the master’s thesis will enroll in “Master’s Thesis” (3 credits) with the committee chair. The committee chair will work with the student in completion of the project

design, secure a second UC faculty member and an optional outside reader (a person who practices within the field associated with the project topic or has some professional education or experience akin to the field) as the third committee member, and subsequently provide guidance and review of progress.

Spring Semester, Second Year

The Committee form signed by the thesis student and all two or three committee members must be submitted to the Graduate Program Director no later than the first week of January, along with the résumé of the reader. The thesis student will take the second master's thesis course (3 credits) this semester under his/her committee chair, while the capstone student will register for the 6-credit master's capstone course.

Once a thesis project has been completed and approved by his/her committee, the student must submit an electronic thesis by following the most current detailed UC Graduate School [thesis instructions](#) online. In addition, students must submit 1 electronic copy (USB) to the School of Planning and one to each committee member.

Graduation

See the [University of Cincinnati Graduate Handbook](#).

Course Registration

Registration

The University offers a variety of times to register, from Early Registration for Continuing Students to open Web and in-person registration. Information about registration can be found at the [One Stop Student Service](#) website; key registration dates are under "calendars." The One Stop website allows the student to register for classes, check financial aid status, view his or her bill, check grades, and request a transcript.

Early Registration begins well in advance of the semester and offers the best opportunity for students to enroll in the classes they want. Graduate students are given the first "window" for registration. The dates available for Early Registration can be found on the One Stop Website. Students will also be notified by UC email of their registration windows.

Electives, Course Permissions, etc.

Academic electives must be at graduate level (6000 or higher) to count towards your degree.

Advanced Standing

See [University of Cincinnati Graduate Handbook](#).

Relevant graduate level courses completed at UC, or another accredited college or university may be applied toward a degree in the School of Planning. These hours are normally applied to the elective portion of the curriculum. In no case may the number of advanced standing hours be more than one-

half of the total number of credits required for the degree. The determination of advanced standing will be made by the Graduate Program Director based upon a student-originated petition. The Graduate Program Director will then petition the Office Research and Advanced Study for advanced standing credits for the student.

Independent Study

Faculty-directed independent study is approved in special cases when a student's program of study necessitates it. To carry out an independent study, a student and a faculty member directing such study must agree upon a program appropriate to the number of credits to be awarded; must negotiate a contract and complete the appropriate forms for approval and inclusion in student's file. The faculty member will submit a grade for the work completed at the end of the semester.

Adding, Dropping, and Withdrawing from Classes

See the Registrar's page on [Adding, Dropping, and Withdrawing from Classes](#).

Graduate Credit and Grades

Graduate Credit

See [University of Cincinnati Graduate Handbook](#).

Grading

See Registrar's page on [Grading Scales and Definitions](#).

Academic Progress and Standards

Minimum Standards

A student is considered in good standing if reasonable progress is being made towards the degree sought. This generally means that the student continues to exhibit an average of B (3.0 GPA) or better throughout the course of study and registers for at least 12 graduate credit hours each semester. I, SP, or UP grades should appear only infrequently and then for good reason. These grades should be converted into appropriate grades within the next semester. Within one year, an I grade will change to an I/F grade whereas SP/UP grades can stay indefinitely. However, students will not be able to graduate with F's, I's, SP's, or UP's on their transcript.

Read more about maintaining graduate student status in the [University of Cincinnati Graduate Handbook](#).

Probation/Dismissal

A student who is maintaining an overall average of B but who has received a grade of C or lower in two or more core courses will be placed on probation. After the second course in which a grade of C is recorded, the Graduate Program Director will issue a letter of probation, warning of this status. If a

student then receives other grades of C, he/she will be expected to repeat courses in such manner that only two uncorrected C grades remain. Probation will cease upon successful completion of all core courses with a grade of B or above.

Dismissal will occur if the student fails to maintain a B average for two successive semesters. After the first semester in which the cumulative average falls below an average of B, the Graduate Program Director will issue a letter of probation, warning of this status. A student who has a Graduate Assistantship and is placed on probation may lose his or her position. If the student's cumulative average does not improve for another semester, the student will be dismissed.

Graduate Student Annual Review

The annual review is conducted by the Graduate Program Director. Grades and the courses completed are reviewed to assess if progress to the degree is proceeding according to the curriculum. If progress is unsatisfactory, the student will be required to have a discussion with the Program Director after which it will be decided if it is necessary to put the student on probation. Students who fail to maintain a 3.0 GPA are at risk of losing any scholarship or assistantship provided by the School of Planning.

Time Limitations

To maintain graduate status at the University of Cincinnati, students must register for at least one graduate credit per academic year. International students should refer to the [University of Cincinnati Graduate Handbook](#), section "Reduced Course Load (International Students)".

A master's student must complete all requirements for the degree no later than five years from the date of matriculation into the program. Under extenuating circumstances students may petition the Graduate School, through the school and college, for extension of this time limit. See the Coordinator of Graduate Programs for the proper form needed for an extension.

Leave of Absence, Withdrawal from Program, Changing Degree Programs

See [University of Cincinnati Graduate Handbook](#).

Tuition and Financial Support

Tuition

See [Student Financial Aid](#) site.

Metropolitan Rate

University of Cincinnati School of Planning graduate students living in several Kentucky counties will benefit from this tuition rate. The rate equals Ohio in-state tuition plus \$500 per semester for full-time graduate students (up to 18 credit hours per semester). The Metropolitan Rate for part time graduate students and overload credit hours is in-state tuition plus \$25 per graduate credit hour. These fees will remain in effect until revoked by the University of Cincinnati or revised via the University's Special Fee

Approval Process. New students must apply for the Metropolitan Rate, if eligible. The application can be found on the [Reciprocity and Metro Rate](#) page online.

Scholarships

The School of Planning is allocated a limited number of graduate scholarship awards. These awards are made based on academic merit.

Other forms of financial awards will be given based on academic excellence, School needs, and any other specific criteria unique to the source of aid. Minority students should note that the University of Cincinnati has a Graduate Minority [Albert C. Yates Fellowship Program](#). Information on these fellowships and scholarships can be obtained from the Division of Advanced Studies.

See the [University of Cincinnati Graduate Handbook](#) for more information.

Graduate Assistantships

Graduate Assistantships require teaching, research, or administrative services of ten or twenty hours per week for nine months. A scholarship ranging from 25% of tuition to 100% and a stipend are usually included in the award. Also, Graduate Assistants receive a 10% discount on all purchases made at the UC Bookstore when they show their UC student identification card.

When Graduate Assistants are employed over and above their assistantship, several legitimate academic concerns can be raised (including length of time to earn their degrees). Consequently, the practice is highly discouraged. Permission to do so must be obtained from the Director of the School of Planning. International students are forbidden to work more than twenty hours per week under any circumstances while school is in session. Violation of the regulation will result in the loss of financial awards.

The School of Planning ordinarily attempts to keep an even distribution of financial awards between continuing and incoming students. For students already in residence, GAs are awarded to those individuals who are judged to have prior superior academic performance (generally an overall GPA of 3.5 or better) and who are judged able to perform the required research, or instructional services. Continuing students who receive poor written reports on their performance as GAs for two semesters, continual or otherwise, will lose their assistantships. Scholarship awards are made to continuing students who have demonstrated excellent academic performance and to incoming students whose application materials indicate that they will be better than average in ability. All awards are made annually for one academic year or portion thereof. The awards are dependent on a continued high-level of academic performance.

All applicants for financial awards (including continuing students) must make their request known by February 1 of the academic year prior to the award. If a Graduate Assistantship becomes available after the initial round of offers, the following procedures shall be used:

- It will be determined whether the GA position should be for a continuing or incoming student and

- An individual will be selected from the appropriate group according to the criteria of the specific open position.

See the [University of Cincinnati Graduate Handbook](#) for more information.

Other Awards

The Financial Aid Office at the University administers a variety of state and federal grants and loans, based on each student's demonstrated financial need. For further information contact the [Financial Aid Office](#).

[DAAP specific scholarships](#) are available to students enrolled in the college's programs. Please check the [School of Planning Scholarship page](#) for school specific scholarships.

Policies and Procedures

Program Standards

This handbook clarifies minimum university level requirements and policies that apply to all graduate students throughout the University of Cincinnati, as well as outlines the specific requirements, policies, and procedures for the Master of Community Planning program in the College of Design, Architecture, Art, and Planning. See the [University of Cincinnati Graduate Handbook](#) for more information.

Records Privacy, FERPA, Right to Review Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the FERPA and Records Privacy page of the Registrar's Office website. Once you have been enrolled, you have the right to review your educational records, except for those excluded by law (physician, psychiatrist, or parent's financial statement). If you need to review such records, you should prepare an appropriate explanation or interpretation, and see the MCP Program Director.

Notice of Non-Discrimination

The MCP program of the University of Cincinnati reaffirms its policy that discrimination based on race, gender, color, religion, national origin, sexual orientation, handicap or age will not be practiced in any of its activities. The full policy can be read here: [Notice of Non-Discrimination](#).

Student Code of Conduct

It is expected that students will conduct their relationships with faculty and others in a professional manner. The [Student Code of Conduct](#) defines the behavior expected of all University of Cincinnati students. In this document, behavior considered misconduct is defined, and the possible sanctions or penalties are outlined to which the students are subject to as the consequences of misconduct.

Students have the responsibility for being honest in carrying out any written, oral, or studio assignment. A student who has been dishonest in coursework will receive a grade of "F" for that course.

Typical actions which are considered dishonest include: plagiarism - defined herein as using the conceptual framework and/or words of others without proper referencing; deception of effort; unauthorized assistance; and cheating on exams - defined as both "copying" and "using unauthorized notes". In such cases, the MCP Program Director will issue a letter of warning to the student with a copy placed in the student's departmental record. A second infraction will result in immediate dismissal. Any student who willingly aids another in academic dishonesty will receive the identical penalty.

Responsible Conduct of Research

See the [University of Cincinnati Graduate Handbook](#) and visit the [Office of Research](#) website for information regarding IRB protocols and other research resources available to faculty and students.

Graduate Student Grievance Procedures

Grievance procedures have been established to provide graduate students with a formal opportunity to address grievances arising out of their academic relationships with their department, college, and University of Cincinnati. See the [University of Cincinnati Graduate Handbook](#) for Grievance Procedures.

Title IX

The University of Cincinnati does not tolerate discrimination, sexual harassment, or retaliation and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities. To find more information or to report an issue please visit the [Title IX](#) page.

Counseling & Psychological Services (CAPS)

[Counseling & Psychological Services \(CAPS\)](#) provides counseling, outreach programs, and related services for UC students and those concerned about their welfare. For information call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

Equity & Inclusion

The University of Cincinnati embraces equity and inclusion as core values that empower individuals to transform their lives and achieve their highest potential. UC's bedrock values - affirmed in our mission statement and fundamental to our very purpose as a university - commit us to excellence and diversity, to providing an inclusive environment for our undergraduate, graduate, and professional students, as well as our faculty and staff. To learn more, visit the [Division of Equity, Inclusion & Community Impact](#) Office of Equity & Inclusion webpage.

Accessibility Resources

UC is committed to providing full and equal access to students, employees, and visitors with disabilities.

We are actively engaged in improving the accessibility of our community, in the classroom, in the workplace, throughout campus, and online. Please visit the [Office of Accessibility](#) for information and to identify the resources you need.

General Information

Academic and Student Resources

The University of Cincinnati is a comprehensive, urban university and a member of the State system of Ohio. Located on five campuses, the University has seventeen component colleges and divisions that provide a wide range of undergraduate, graduate, and professional programs. About 47,000 students are enrolled at the University. The main campus is in the hilltop section called Clifton, readily accessible to a variety of housing, a few blocks from three interstate highways, yet only minutes away from the downtown center and other cultural resources. Two hundred acres and an adjoining park give the University one of the more spacious of urban campuses. A municipal university until 1974, the University of Cincinnati and its programs continue to enjoy close relations with the city's agencies, institutions, and businesses; many of which provide resources for the School of Planning.

The City of Cincinnati is an attractive city on the picturesque Ohio River. The three-state metropolitan area has a population of 1.5 million people. Cincinnati boasts an accessible and pleasant downtown area, a fine resident symphony orchestra and ballet company, accomplished amateur and professional theater groups, and a summer opera series. An outstanding system of city and county parks makes outdoor recreation both inexpensive and convenient. The Art Museum is one of the earliest collections in the United States and is still considered one of the finest. The NEW (2003) Contemporary Arts Center brings a contemporary and experimental dimension to the art life of the city, while the famous Taft Museum is among the best private collections open to the public. Numerous private and commercial galleries hold continuous exhibitions that offer the graduate student additional opportunities for viewing contemporary art.

The College maintains The Philip M. Meyers, Jr. Memorial Gallery in the Steger Student Life Center on the Clifton Campus, and the Reed Gallery in the DAAP building which hold a broad range of exhibitions of the work of students, faculty, and invited artists.

The University Library System has a collection of over 1.7 million bound volumes and includes (but is not limited to) the Langsam (Central) Library with its general research collection emphasizing the humanities and social sciences, the Robert A. Deshon and Karl J. Schlachter Library for Design, Architecture, Art, and Planning with its strong collection of Art and Art History related volumes, as well as the professional and private papers of the pioneering planner Ladislav Segoe, the CCM library which houses materials on the performing arts, and the Classics Library, with its excellent collection of books on ancient Greek and Roman art and ancient and medieval art and architecture. The University's holdings are complemented by the Public Library of Cincinnati and Hamilton County and by the Library of the Cincinnati Art Museum, as well as the Lloyd library, and the Taft Museum library.

The School of Planning office is housed in the College of Design, Architecture, Art, and Planning.

More information can be found in the [University of Cincinnati Graduate Handbook](#).

Graduate Student Government

The Graduate Student Government (GSG) is the primary organization representing all Graduate students attending the University of Cincinnati. As an organization run by graduate students for graduate students, the GSG acts as a liaison between the University administration and the Graduate student body and strives to make the graduate student experience as beneficial as possible to students and the University. The [Planning Graduate Student Association](#) is the MCP program's chapter of the [Graduate Student Government](#).

Health Insurance

Students are required to have [health insurance](#).

Faculty and Staff

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Forms

[Leave of Absence](#)

[MCP Course Waiver Request](#)

[Graduate Independent Study Form](#)

[Master's Thesis Committee Agreement Form](#)